

Smart, Green, and Growing Annual Report



Web Tool Help Documentation



Smart, Green, and Growing Annual Report

Annual Report Web application

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Smart, Green, and Growing Annual Report Web Tool

Introduction

The Maryland Department of Planning has developed this web tool to help facilitate provision of local jurisdictions' annual report information as required by the General Assembly under Senate Bill 280 and House Bill 295 (basic requirements), Senate Bill 273 and House Bill 294 (adequate facilities reporting requirements), and Senate Bill 276 and House Bill 295 (indicators).

Required information, from the legislative bills mentioned above, to be reported in the Annual Report will be noted by an asterisk (*).

Use of this web application will allow each jurisdiction to report electronically by distinct categories and maintain an annual record of data reported. It will also allow the Department of Planning to collect data based on a consistent set of requirements, and to report and share the data across the State.

Information to be provided by jurisdictions through the use of this web application will include:

Development activity, including residential and non-residential subdivisions in process, both preliminary and approved, and permits issued in and out of Priority Funding Areas (**PFAs**).

Density of development in and out of PFAs.

Zoning map and text changes in and out of PFAs, including changes that resulted from comprehensive plan updates.

Infrastructure projects completed in and out of PFAs, specifically water and sewer, transportation, and school facilities.

Water and Sewer Plan Amendments approved by MDE for the calendar year.

Lands preserved through acquisitions and/or easements.

Changes in development capacity as a result of the above changes.

Report on restrictions to development in Priority Funding Areas

Every two years, starting with a report for calendar year 2009 (due July 1, 2010 and then every two years), jurisdictions are to report on any restrictions to development in PFAs from Adequate Public Facilities Ordinances (**APFOs**). The information to be provided must include:

- the location of the restriction
- infrastructure affected by the restriction
- the proposed resolution of the restriction, if available
- estimated date for resolving the restriction, if available

- date a restriction was lifted, as applicable, and
- terms of the resolution that removed the restriction.

General Reporting Requirements

Jurisdictions are to provide an assessment of changes in development patterns and report on whether these changes are consistent with each other, with the recommendations of the last annual report, with adopted plans of adjoining jurisdictions, and with State and local plans and programs related to funding for public improvements.

Jurisdictions should also identify plans to improve local planning and development processes including ordinances or regulations that have been adopted to implement the State Planning Visions.

Also, jurisdictions are to establish a goal toward increasing the percentage of growth within their PFAs and decreasing the percentage of growth outside their PFAs. In this regard, annual reports must include a local goal, the timeframe for achieving the local goal, resources necessary for infrastructure inside the PFA and land preservation outside the PFA, and any incremental progress made towards achieving the local goal.

Resources necessary for infrastructure inside the PFA and land preservation outside the PFA to meet the local goal can include financial resources but should also consider non-monetary resources that can help achieve the goal such as zoning and text changes.

In determining the local goal in and out of PFA, jurisdictions should look at both residential and non-residential uses and establish their goal from a baseline (where are you today and where can you be in 5, 10, 15, 20, etc. years toward achieving your goal). When calculating the local goal, jurisdictions should consider overall development capacity, and annual absorption rates for various types of development.

Jurisdictions that issue less than 50 building permits per year are not required to report on certain growth indicators. The threshold of 50 permits applies to permits for new residential dwellings. One permit can include and count for multiple units.

These Indicators include:

- The amount and share of growth that is being located inside and outside the priority funding areas;
- The net density of growth that is being located inside and outside the priority funding areas;
- The creation of new lots and the issuance of residential and commercial building permits inside and outside the priority funding areas;
- The development capacity analysis, updated once every 3 years or when there is a significant change in zoning or land use patterns;

- The number of acres preserved using local agricultural land preservation funding, if applicable; and

The following information on achieving the statewide goal:

1. The local goal;
2. The timeframe for achieving the local goal;
3. The sources necessary for infrastructure inside the priority funding areas and land preservation outside the priority funding areas; and
4. Any incremental progress made towards achieving the local goal.

MDP can provide information on total parcels and acres in/out of the PFA as the base for setting the local goal. Contact MDP to request this information at 410-767-4500.

Jurisdictions may “export” data into the data structures provided by MDP which will then be uploaded into our system, populate the fields of data on the web tool, and allow the jurisdiction to complete and proof as needed.

Help Documentation

Help documents explain the types of information we are looking for in each section. Please refer to these documents for more information. They are located in the “?” icon in the top right corner of each page.

Annual Report Data Export Information

Note to user: Spreadsheet compatible in Microsoft Excel Version 2007, 2010 and 2011 (Mac) ONLY.

The Maryland Department of Planning has developed a web tool that will enable all jurisdictions to enter their Annual Report development activity data into a State-wide database framework. To assist this process, jurisdictions may also “export” their data into the data structures provided by MDP to populate the fields of data on the web tool, and allow the jurisdiction to complete and proof as needed.

What is the “export” process purpose?

To make it easier for jurisdictions who already maintain annual report data in an electronic database format, MDP will provide our data base structure to allow jurisdictions to export their data into the data structures provided by MDP. Once imported into our system, the jurisdiction can log back on to the Indicators web tool for you to complete and proof as needed.

What is the MDP State-wide framework?

The MDP State-wide framework is contained within specific field headings in the attached Microsoft Excel spreadsheet called: MDP_annual_reports_database_structure.xls.

What are the sections of the database structure?

The MDP_annual_reports_database_structure.xls contains the State-wide framework and consists of the following sections:

- ***Subdivision_SitePlan*** (Subdivision and Site Plans)
- ***PermitActivity*** (Permit Activity)
- ***Zoning Map Changes*** (Zoning Map Changes)
- ***Zoning Text Changes*** (Zoning Text Changes)
- ***InfrastructureWaterSewer*** (Infrastructure - Water & Sewer)
- ***InfrastructureTransportation*** (Infrastructure - Transportation)
- ***InfrastructureSchools*** (Infrastructure - Schools)
- ***Land Preservation*** (Land Preservation)

Each section consists of a table with field headings that run horizontally across the top of the table. Please feel free to resize columns if necessary. **Do not edit the column field names! If the column field names are different than the MDP structure the import upload will not work and the data will be lost.**

I want to upload my data using your field headings, but what do your headings mean and what is the correct format of data required?

A help tip (which explains what information is required) will appear over each field heading when clicked. Many columns are validated with a choice of the correct answers for that column.

How much flexibility is permitted in the MDP State-wide framework?

Due to the nature of collecting a vast amount of State-wide data on development and our ability to report on a uniform set of indicators across Maryland, data must be submitted in the MDP State-wide Framework.

User Profile / Group Management

Account Information:

This section should contain all the information of the “logged on” user. If the information displayed is not correct or needs to be updated, place your cursor in the box you wish to edit or change, make the changes, and then select the **Save Changes** button. If you make changes and wish to return the current saved information, select the **Reset Form** button and it will replace the changes you made with what was there from the last **Save Changes** update.

Change Password:

This area allows you to change your password, and it is recommended that you change your first log-on password the first time you log-on. Your password must be at least 7 characters and contain at least 1 non alpha-numeric character (ie., !, @, #, %, &, \$).

Group Management:

This area will show you the places to which you have been given rights to add and edit data. It is also the area where the Administrator invites other users to join the process. Only Administrators are able to invite others to do data entry.

Once the Administrator invites a user, the Administrator will select which data screens the user may alter by checking those data screens from the list to ensure quality control. Those assignments may be changed by the Administrator at any time once the user has been invited and their email is posted in the list.

To invite a new user, be certain to select the proper County and Municipality to which you want a user to be invited. Select the **Add New User** button and a new screen of information fields will appear. Please provide the account details for the new user. When you are finished, click the **Create User** button, and an email, generated from the Maryland Department of Planning, will be sent to the email address you provided. (Instructions for logging in to the website will be sent to the new user).

Once the invitation has been completed the Administrator will be prompted to add that person to the list of current users and indicate user “rights” to any selection of data entry screens.

Residential Development Capacity Status

Navigation to Area of Interest:

On the Home Page, select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

General Information:

Edit/Add new info - To begin, select **Edit**. Select either “Yes” or “No” for the residential development capacity questions. If you are unsure when your jurisdiction last updated its residential development capacity analysis, please click on the Development Capacity Summary Link. This link will provide MDP’s most current residential development capacity information for your area.

There is also a link to MDP’s Models and Guidelines, which provides information on how a residential development capacity analysis is conducted and the types of information used in an analysis.

In the table below the 2 questions, in the event that significant land use changes have taken place, due to a comprehensive rezoning or because more current information is available that would reflect different development capacity numbers than what MDP has posted, please fill in your jurisdiction’s residential development capacity, both in acres and in potential housing units, inside and outside of the State Certified Priority Funding Area. If you are in need of assistance with this effort please contact MDP at 410 767-4500.

Master Plans and Adequate Public Facilities Documents

This page is only editable by the designated Administrator of the County or the Town assigned to the Annual Report Web Tool. The Administrator will invite others to do data entry and may restrict data entry access to those invitees. Please read Introduction and Getting Started Information for details on using the site.

Master Plan Information:

Please provide the most up to date information on the 3 major planning documents. Selecting the **Edit** button in the upper left corner of the window allows you to add and change the information requested. Once you have made your selections select **Update** and the new information will be saved.

You may check the link to the Maryland Department of Planning (MDP) website that lists the latest plans we have on file, to help answer the questions. The link will take you to the **Comprehensive Planning** page and you can view what is posted for your jurisdiction. You may also view other plans that are posted as well.

If you go to the Tabs on the MDP webpage and select **Our Work** you will see a list of many areas of interest, two of those are under **Smart Growth, Transportation Planning and Water and Sewerage Facilities Planning**. On the Water and Sewerage Facilities Planning page MDP has all the Counties listed and links to the current and adopted Water and Sewer Plans. Please see if yours is there and if it is incorrect or not posted please contact John Leocha at 410 767-5497 to correct the information or supply the latest document in pdf format.

Plans, Ordinances, and Amendments

If you have other Master Plans or new Ordinances that are not listed on the page you may add those in this section.

Please add any subdivision, zoning, or planning document amendments to this section.

If you have named the document incorrectly or misspelled it, you will need to delete the record and re-enter the data! (Suggestion: simply add a new record, making the corrections needed and copying the correct information from the current entry before deleting)

Adequate Public Facilities Ordinances (APFO) Restriction Information:

The text boxes allow you to add text in any format you wish. The text additions will be cumulative so be certain to separate individual entries. The report will print out the text as you have entered it. You can paste written text from other documents here as well.

Subdivisions and Site Plans:

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the Add button and you will be prompted to the first record entry window for location information.

Delete Information - If you want to delete a record, select the records from the list and then select Delete button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information for one of the current entries, double click on the desired entry and it will open the record for **Editing**. Click on the word “Edit” in the upper left hand corner of the screen. You will be able to change the data in the “Location Information Section” by clicking on the gray “Change Location Information” tab.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Block** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010, G 0021, P 0521**). The address will also locate the site along the street at some point as the address locator uses a street number range in a segmented form. The SDAT number may also be used to locate the site. Select the **Find Map**, **Find Address**, or **Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make either a **Point or Polygon** selection.

Point or Polygon - To begin, select the **Start Edit** button. This will activate the point and polygon selection tools. Select only one method for locating the site by moving your cursor over the point or polygon tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. Do not place the locating point over the parcel map point as this will cover that point and hide it from view. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse, then trace the polygon by left clicking your mouse over each point of direction change as you move around the shape. You will end the tracing process by double clicking the last point of direction change thus closing the polygon over the entire parcel(s) you have traced. **Once you have performed either the point or polygon method,**

select the Stop Edit button, then select Update. *** IF YOU DO NOT SELECT **UPDATE** YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. ***

Naming information:

There are two fields for Identifiers. The name that is associated with the addressing information will appear in the list to the left of the locating map. Once a name appears in the list, clicking on it will take you to that record for further editing if desired. The Local Identifier information will not appear in the sidebar list of project names.

General Information - Entering Data

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the development activity below the location information. Once you have finished entering the development data, select **Update**. To revise the location information area, select **Change Location Information**. Once you have made your changes here, select **Update**.

*** IF YOU DO NOT SELECT **UPDATE** YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. ***

*** If you do not have the requested locating information, it is available by selecting "Real Property Search" at the following link: <http://sdat.org/>

Follow the help instructions for using the site!

Development Activity Information:

There are a few questions to be answered for each entry. From the drop down lists provided, select the appropriate answers as they pertain to the specific project. These will be tabulated into the quantitative data for the indicators requirement.

Status: There are 4 selection options for project **Status**; *Preliminary, Approved, Final, and Expired*. Selecting Preliminary provides for tracking development that is in the queue or "pipeline" of development activity. This tool can be used to track the individual phases of development by separating the phases into separate records, or simply use one record to track the whole project. As a general guide, those projects that have a 2 year horizon and those projects currently approved are reasonable indicators of "current" development potential.

For the Category selection, indicate the type of development activity. If the development is a mixed use project create a separate record for the Residential portion and one for the Non-Residential portion.

If there are **Transferable Development Rights** associated with the project, enter the number of rights that were purchased for or transferred to this subdivision, if none are used enter 0. If the project is employing a density increasing method (TDR's, PUD, etc.), please indicate the increased number (**Yield**) of dwelling units the method(s) produced. For example, if 5 TDRs were used but each TDR "yielded" 2 new lots, the data entry would be 5 TDRs used and 10 lots were created from these TDRs.

Project Description and Comprehensive Plan Consistency Notes:

This information will assist the recall of any specifics tied to the project. It is also one of the major indicators to the Smart, Green, and Growing Act of 2009. Please be specific as to the goals and objectives within the current Comprehensive Plan that supports the selection given to the consistency with the Comprehensive Plan question. If the project is a mixed use development, explain the particulars here as well.

Primary Land Use:

Select from the list, the appropriate land use that applies to the project. Indicate the **number of lots or non-residential units** to be constructed, the **total area** of the parcel(s) that is/are to be developed, the area of the parcel(s) that will be left **Undeveloped** (eg., dedicated open space) and the **Remaining** (Vacant) land with developable potential. Be certain to indicate the correct area indicator (sqft or acres). Indicate the zoning classification for the project and the zone's allowable density and the actual "realized" density the project will yield at build out or as approved. For non-residential projects, indicate the density in terms of floor area ratio (FAR).

Water and Wastewater Service:

Select the appropriate services that apply to the project.

Permit Activity

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the **Add** button and you will be prompted to the first record entry window for location information. To begin, select **Edit**. Enter the information pertinent to the record and then select **Update**.

Delete Information - If you want to delete a record, select the records from the list below and then select **Delete** button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information from one of the current entries, double click on the desired entry and it will open the record for **Editing**. To revise the location information, select **Change Location Information**. Once you have made your changes here, select **Update**.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Block** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010 G 0021, P 0521**). The address will also locate the site along the street at some point as the address locator uses a street number range in a segmented form. In either case, locate the desired site, by selecting the method for which you want to locate the site. Select the **Find Map**, **Find Address**, or **Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make either a **Point or Polygon** selection.

Point or Polygon - To begin, select the **Start Edit** button. This will activate the point and polygon selection tools. Select only one method for locating the site by moving your cursor over the point or polygon tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, coming back to the starting point and double clicking the beginning point with the end point. This will close the polygon. **Once you have performed either the point or polygon method, select the Stop Edit button, then select Update.**

Naming information:

There are two fields for Identifiers. The name that is associated with the addressing information will appear in the list to the left of the locating map. Once a name appears in the list, clicking on it will take you to that record for further editing if desired. The Local Identifier information will not appear in the sidebar list of project names.

General Information:

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the development activity below the location information. Once you have finished entering the development data, select **Update**.

There are a few questions to be answered for each entry. From the drop down lists provided, select the appropriate answers as they pertain to the specific project. These will be tabulated into the quantitative data for the indicators requirement.

Occupancy Permit Issued: This answer will provide the difference between the number of building permits started and finished for the reporting year. The **number of occupancy permits** per building permit may vary depending on how the local permitting processes operate. For example, a residential or non-residential project (Apartments / Condos, or Flex space) may have one building permit but be issued multiple occupancy permits.

Net Change: This is the amount of land that is being built upon. It can be the Limit of Development (LOD), the actual area of impervious surface, or the area being redeveloped. The **Explanation Box** is provided to explain the area number that is entered in the box. For example, if it is a new home, and the whole lot is covered with impervious surface, you would enter the full “footprint”, if it only covered half of the lot, then it would be that amount of land. If it is a redevelopment project and the footprint changed, you will enter the difference between the old area coverage and the new footprint (explain the difference in the box provided.) If you input the LOD, be sure to be consistent with throughout the data entry process to allow for accurate data analyses.

Site Information:

This information will provide a net density determination. **Undeveloped** area is land that will not be able to be developed at anytime in the future (deeded preserved). **Vacant** area is land that is not being built on but remains eligible for development (in-fill). For commercial projects, please enter the **floor area ratio (FAR)** for the structure being built. ***It is very important to be careful with the area calculation as to it being expressed in acreage or square feet.***

Water and Wastewater Service:

Select the appropriate services that apply to the project.

Chesapeake Bay Critical Area Growth Allocation Changes

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** to either view data or enter new data. You will only be able to enter new data for the current year and for areas of which your Administrator has authorized permission. Selecting the box “**Show All Jurisdictions**” will display all available activity within the County you have selected to view on the map.

Data Input Directions:

Add Information - If you wish to add new records to the data base, select the appropriate **Add** button and you will be prompted to a record entry window. For **Add Map Change** you will be prompted for the location information first.

Delete Information - If you want to delete a record, select the records from the list below and then select Delete button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information from one of the current entries, double click on the desired entry and it will open the record for **Editing**.

Adding New Map Change Record - Selecting the **Add Map Change** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Block** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, i.e., TM 0010, G 0021, P 0521**). The address locating method will identify the site along the street at some point as the address locator uses a street number range in a segmented form. In either case, locate the desired site, by selecting the method for which you want to locate the site. Select the **Find Map**, **Find Address**, or **Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make a **Polygon** selection.

Polygon mapping- To begin, select the **Start Edit** button. This will activate the polygon selection tool. Move your cursor over the polygon tool and then select with your mouse button. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, enclosing the area then double clicking the end point. This will create the polygon. **Once you have performed the polygon mapping method, select the Stop Edit button, the select Update.**

*** IF YOU DO NOT SELECT UPDATE YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. ***

Naming information:

The name that is associated with the addressing information will appear in the list to the left of the locating map.

Critical Area Map Change Information:

Classification Change - List the CA classification change **FROM** its previous designation **TO** its newly approved designation.

Enter the Zoning category that underlies the Critical Area classification.

Explain the reason for the Critical Area Classification change in the text box provided.

Infrastructure Home Page

This page provides the option to enter projects for **Water and Sewer, Transportation, and School Infrastructure**. Select the appropriate button for the type of project you are data entering. There is a help button on each page to guide you through the data entry process for each type of project.

As projects are entered they will appear in the left column under the appropriate heading. To review or edit any entered project simply double click on that project and it will display that project. From there, follow the help instructions as needed.

If you wish to delete any project, select the project by checking the box then use the **Delete Selected** button.

Water and Sewer Infrastructure

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the Add button for the infrastructure project you wish to add. You will be prompted the first record entry window for location information.

Delete Information - If you want to delete a record, select the records from the list below and then select Delete button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information from one of the current entries, double click on the desired entry and it will open the record for **Editing**.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Grid** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010 G 0021, P 0521**). The address will also locate the site along the street at some point as the address locator uses a street number range in a segmented form. In either case, locate the desired site, by selecting the method for which you want to locate the site. Select the **Find Map, Find Address, or Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project site area. The parcel point data should help you locate the

project area as well. Once you have located the project site you to place the project on the map using either a **Point, Polygon, or Line** selection.

Point, Polygon, or Line - To begin, select the **Start Edit** button. This will activate the point, polygon, and line selection tools. Select only one method for locating the site by moving your cursor over the point, polygon, or line tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. **Using the polygon method**, you begin by selecting a point on the parcel with one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, and double clicking the end point to enclose the area desired. This will close the polygon. **Using the line method**, place the cursor on the beginning point, click points along the line as it makes a direction change and then, double clicking the end point of the line will create the map line. **Once you have performed the locating method, select the Stop Edit button, the select Update.**

Project Name information:

The name that is associated with the addressing information will appear in the list to the left of the locating map. Once a name appears in the list, clicking on it will take you to that record and highlight its location on the map.

General Information:

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the infrastructure project below the location information. Once you have finished entering the specific data, select **Update**. To revise the location information area, select **Change Location Information**. Once you have made your changes here, select **Update**.

Project Consistency:

Please select the appropriate responses from the drop down lists under each category. Use the text box as needed. The information provided here will print out in the report as written.

Funding Source Information:

Indicate **Local, State, and Federal** sources used to fund the particular project and indicate **Total Cost** in whole dollars.

Transportation Projects:

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the Add button for the infrastructure project you wish to add. You will be prompted the first record entry window for location information.

Delete Information - If you want to delete a record, select the records from the list below and then select Delete button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information from one of the current entries, double click on the desired entry and it will open the record for **Editing**.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Grid** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010 G 0021, P 0521**). The address will also locate the site along the street at some point as the address locator uses a street number range in a segmented form. In either case, locate the desired site, by selecting the method for which you want to locate the site. Select the **Find Map**, **Find Address**, or **Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make either a **Point or Polygon or Line** selection.

Point, Polygon, or Line - To begin, select the **Start Edit** button. This will activate the point, polygon, and line selection tools. Select only one method for locating the site by moving your cursor over the point, polygon, or line tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, and double clicking the end point to enclose the area desired. This will close the polygon. **Using the line method**, place the cursor on the beginning point, click points along the line as it makes a direction change and then, double clicking the end point of the line will create the map line. **Once you have performed the locating method, select the Stop Edit button, then select Update.**

*** IF YOU DO NOT SELECT UPDATE YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. ***

*** If you do not have the requested locating information, it is available by selecting “Real Property Search” at the following link: <http://sdat.org/> Follow the help instructions for using the site!

Project Name information:

The name that is associated with the addressing information will appear in the list to the left of the locating map. Once a name appears in the list, clicking on it will take you to that record for further editing if desired.

General Information:

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the infrastructure project below the location information. Once you have finished entering the specific data, select **Update**. To revise the location information area, select **Change Location Information**. Once you have made your changes here, select **Update**.

Project Purpose:

Please select all the appropriate categories that apply from the list. .

Use the comment text box as needed to discuss additional information that helps to explain the project purpose, e.g., the needs of the project, and some related background information on the project.

Project Consistency:

Please select all the categories that apply from the drop down lists. As for “Priority Funding Area,” please select “Yes” if a project is completely inside PFA and select “No” if a project is outside or partially outside PFA.

Use the text box as needed to include additional information that helps to explain the project consistency. For instance, if a project is only partially inside PFAs, please indicate it in the text box.

Funding Source Information:

Indicate **Local, State, and Federal** sources used to fund the particular project and indicate **Total Cost** in whole dollars.

School Projects:

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the Add button for the infrastructure project you wish to add. You will be prompted the first record entry window for location information.

Delete Information - If you want to delete a record, select the records from the list below and then select Delete button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Revise Current Information - If you wish to revise information from one of the current entries, double click on the desired entry and it will open the record for **Editing**.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. The **Name** of the record will appear in the sidebar list exactly as you enter the information in the **Name** space. The **Tax Map** and **Parcel** will take you to the area indicated, the **Grid** will help to locate but is not necessary (**NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010 G 0021, P 0521**). The address will also locate the site along the street at some point as the address locator uses a street number range in a segmented form. In either case, locate the desired site, by selecting the method for which you want to locate the site. Select the **Find Map, Find Address, or Find SDAT ID** button to place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make either a **Point or Polygon or Line** selection.

Point, Polygon, or Line - To begin, select the **Start Edit** button. This will activate the point, polygon, and line selection tools. Select only one method for locating the site by moving your cursor over the point, polygon, or line tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, and double clicking the end point to enclose the area desired. This will close the polygon. **Using the line method**, place the cursor on the beginning point, click points along the line as it makes a direction change and then, double clicking the end point of the line will create the map line. **Once you have performed the locating method, select the Stop Edit button, then select Update.**

*** IF YOU DO NOT SELECT UPDATE YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. ***

*** If you do not have the requested locating information, it is available by selecting “Real Property Search” at the following link: <http://sdat.org/> Follow the help instructions for using the site!

Project Name information:

The name that is associated with the addressing information will appear in the list to the left of the locating map. Once a name appears in the list, clicking on it will take you to that record for further editing if desired.

General Information:

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the infrastructure project below the location information. Once you have finished entering the specific data, select **Update**. To revise the location information area, select **Change Location Information**. Once you have made your changes here, select **Update**.

Project Consistency:

Please select the appropriate responses from the drop down lists under each category.

Use the text box as needed to discuss all project particulars from the reasons for the project, the project itself, Comprehensive Plan consistency matters, to any APFO matters the project addresses.

Funding Source Information:

Indicate **Local, State, and Federal** sources used to fund the particular project and indicate **Total Cost** in whole dollars.

School Information:

Please add the requested information and select the specific grades associated with the level of education this project is addressing.

Land Preservation

Navigation to Area of Interest:

Select the **County** and/or **Municipality** and the **Year** for the place and time you want to either view data or enter data. You will only be able to enter new data for the current year and those areas for which you have permission from the Administrator. Checking the box to **Show All Jurisdictions** will display all activity within the County you have selected to view on the map.

Location Information:

Add Information - If you wish to add new records to the data base, select the Add button and you will be prompted to a the first record entry window for location information.

Delete Information - If you want to delete a record, select it from the list below the Add and Delete Selection buttons, click in the box to right of the record, then select the Delete Selection button. You will be prompted again if you are sure you want to delete the selected record(s), follow prompts to continue.

Adding New Record - Selecting the **Add** button will open a new window for locating the project. Fill in all spaces that are pertinent to the site. (The **Address** of the record will appear on the main Land Preservation Projects page for this jurisdiction exactly as you enter the information in the **Address** space.) When you enter the **Tax Map** and **Parcel** information, you will see the area highlighted on the map **(NOTE: Tax Map, Grid and Parcel are 4 digits, ie., TM 0010 G 0021, P 0521)**. (The **Lot** will help to locate the project but is not necessary.) Select the **Find Map**, **Find Address**, or **Find SDAT ID** will place the project on the map. If one locating choice does not function, try another until you can locate the project. This will take you to a map location and allow for you to make either a **Point or Polygon** selection.

Revise Current Information - If you wish to revise information for one of the current entries, double click on the desired entry and it will open the record for **Editing**. Click on the word "Edit" in the upper left hand corner of the screen. You will be able to change the data in the "Location Information Section" by clicking on the gray "Change Location Information" tab.

Adding a Point or Polygon - To begin, select the **Start Edit** button. This will activate the point and polygon selection tools. Select only one method for locating the site by moving your cursor over the point or polygon tool and then select. **Using the point method**, you may place the point on the site by locating your cursor on the site and clicking your left mouse button. **Using the polygon method**, you begin by selecting a point on the parcel by one left click on the mouse and then trace the polygon by placing a point at each point of the polygon as you move around the shape, coming back to the starting point and double clicking the beginning point with the end point. This will close the polygon. **Once you have performed either the point or polygon method, select the Stop Edit button, then select Update.**

***** IF YOU DO NOT SELECT UPDATE YOUR DATA INPUTS WILL NOT BE RECORDED AND YOU WILL LOSE THE INFORMATION YOU JUST ENTERED. *****

*** If you do not have the requested locating information, it is available by selecting “Real Property Search” at the following link: <http://sdat.org/> Follow the help instructions for using the site!

Naming information:

The address that is associated with the location information will appear in the list to the left of the locating map. Once the address appears in the list, clicking on it will take you to that record for further editing if desired.

General Information - Entering the Site Information

Edit/Add new info - To begin, select **Edit**. This allows you to enter the specifics of the land preservation activity below the location information. Once you have finished entering the specific data, select **Update**. To revise the location information area, select **Change Location Information**. Once you have made your changes here, select **Update**.

Land Preservation Activity Information:

There are a few questions to be answered for each entry. From the drop down lists provided, select the appropriate answers as they pertain to the specific project. These will be tabulated into the quantitative data for the indicators requirement.

Purchase In-Fee Information:

Please select the appropriate responses from the drop down lists under each category. Select “Yes” for the appropriate form of ownership. If the property is subject to a preservation easement rather than public ownership, please select No for all options in this section and proceed to easement information section below.

Easement Information:

Please select the appropriate responses from the drop down lists under each category. Select the appropriate land preservation program utilized for this particular parcel. In addition, please provide the ID for the easement if available. If the property is owned by a government entity or HOA, please move to the Purchase In-fee section above. If the preservation method is not available in the list, please leave all options unselected and elaborate on the specialized method of preservation in the Land Preservation Comments section.

Other Information:

Indicate if any part of the site is within the County designated Priority Preservation Area (PPA). Indicate the full acreage of the land being preserved and the number of development rights that have been

extinguished by the preservation. Finally, please indicate whether or not public recreation will be allowed as a result of the preservation activity.

Land Preservation Comments:

The information that is input here will print out when the report is requested. This is also the appropriate location to input any additional relevant information about the preservation project such as unusual characteristics of the property, habitat information, specialized methods of preservation not mentioned above, or any other relevant information.

Preservation Data File Upload:

This section allows you to upload a JPEG, PDF, ESRI shapefile, or geodatabase file to provide a graphic depiction of the easement or parcel being preserved. If you are only uploading a single easement or parcel, JPEG or PDFs are acceptable. If you are uploading information on multiple easements or parcels and/or want to upload your county or municipal land preservation layer in it's entirety, please supply an ESRI shapefile or geodatabase in order to make the data easier for us to utilize.



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Richard Eberhart Hall, AICP
Secretary

Matthew J. Power
Deputy Secretary